

HIGHLIGHTS

A thorough review of this manual will be necessary to become familiar with all the items that are expected in a complete budget request. Some of the more significant changes are:

- **Salary Reallocation Report:** The Division of Financial Management, Legislative Services Office, and the Office of the State Controller are working on a form for reporting the use of personnel dollars as required by Section 7 of House Bill 844. The information on this form will not affect your budget request but will be required to be submitted with your budget. The template should be available some time in July.
- **Operating Inflationary Adjustments:** Because of the variability in operating and medical costs, we have developed a new methodology for requesting operating inflation. Agencies will now complete a detailed Form B-4 to report inflationary increases by summary object. The agency may choose to use the calculated inflation number or a standard inflation rate of 1.81% for operating expenditures or 3.06% for medical related payments. Please refer to page 15 for further instructions.
- **Form B-8.1:** Form B-8.1 has been simplified and several questions have been removed from the information requested on the form.
- **Form B-6:** Form B-6 has been modified to include two additional variables. First, all agencies will be required to include in the adjustment area of the form the amounts that were removed in DU 10.18 of the FY 2007 appropriation for premium holidays. Second, a mandatory adjustment must be made to reflect the difference between budgeted and actual amounts for Board and Group positions. Please see page 18 for further details. Please download and use the most current B-6 Excel form from <http://dfm.idaho.gov/>.
- **Change in Employee Compensation:** CEC requests in decision units 10.61 and 10.62 should use a 3.5% growth factor. This amount is based on anticipated wage growth of all employers in the Mountain West region of the country.
- **Performance Reports:** Idaho Code requires agencies to submit both Part A and Part B of agency performance reports. Both the agency profile and other measures should be submitted separately from the budget request. Instructions for submitting agency performance data will be provided in a separate document. Analysts may contact agency staff for specific caseload data, if necessary, to complete their analysis of the submitted budget request.
- **New Positions:** When budgeting for new classified positions, use entry level plus 5% on state compensation schedule H. The current amounts are reflected in Appendix D.
- **On-Line Budget Development System:** The on-line Budget Development System is now located at <http://apps.dfm.idaho.gov/bds/>. If you need access to the system please contact Anita Hamann at ahamann@dfm.idaho.gov.